

21F.076 Team Presentation Memo

Below is a template for the group memo due in class on *Session 21*. Memos are composed of paragraphs, single-spaced, and formatted for easy skimming. Lists and tables are common in memos.

Memorandum

To: Reader(s)
From: Writer(s)
Subject: Informative title motivating reader(s) to read memo
Date: Month, day, year

Start with a statement (s) summarizing your topic and key message/thesis. (E.g., Our presentation will focus on X, and we will argue Y by examining A, B, and C.)

Using subheadings, divide up the body of the memo into units of information that provide details, data and other information that supports your main message.

Subheading (E.g., Organizational framework)

Provide your tentative plans for organizing, limiting, and dividing information among the team members.

Subheading (E.g., Initial list of resources)

When possible/appropriate, present details in a table or list (E.g., table of materials divided into print resources, digital visual resources, etc).

If appropriate, conclude the memo with an “action” statement including contact information. (E.g., We would appreciate any suggestions about source material for X. Tom is)

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21F.076 Globalization: the Good, the Bad, and the In-Between
Fall 2009

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